



POSTING NUMBER: HR-0116 **ISSUE DATE:** November 10, 2014

TITLE: Principal Clerk **CLOSING DATE:** November 24, 2014

DIVISION / UNIT: Commissioner's Office **SALARY RANGE:** R11 - \$33,170.29 - \$46,290.85

LOCATION: 101 S. Broad Street Trenton, New Jersey

POSITIONS: 1 **DISTRIBUTION:** DEPARTMENT

DESCRIPTION OF MAJOR DUTIES: Under direction of a supervisory official, performs varied clerical work, predominantly complex in nature, requiring knowledge of department laws, regulations, policies, and procedures, and frequent exercise of independent judgment, and may take the lead over the work of a clerical unit; does other related duties as required.

EXPERIENCE:

Two (2) years of experience in clerical work.

NOTE: Successful completion of a clerical training program with a minimum of 700 classroom training hours or thirty (30) semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of general experience indicated above. Course work must include keyboarding skills, methods, and procedures, and other courses may include office procedures, word processing, and business English.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number, by the closing date to:

Office of Human Resources
New Jersey Department of Community Affairs
HR#0116
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.nj.gov

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the “New Jersey First Act,” all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer